

# Terms of use for private customers of Accessibility Library Celia

Private customers, their guardians, and possible contact persons of Accessibility Library Celia undertake to comply with Celia terms of use.

The director of the Accessibility Library Celia is responsible for the application of the terms of use.

The Celia website specifies who has access to Celia's services and how to become a Celia customer: [www.celia.fi/aanikirjat-yksityishenkilaille](http://www.celia.fi/aanikirjat-yksityishenkilaille)

## Lending policy

Borrowing Celia's materials and using the services is free of charge.

Celia produces accessible materials in several different formats, and their lending policies vary by material type.

The loan period for Celia's materials is 28 days, except for educational resources, for which the loan period is 18 months.

## Audiobooks

Audiobooks can be borrowed by all customers over the age of four.

The customer chooses to borrow audiobooks either in a format that can be listened to online or as CD audiobooks.

A customer can have a total of 100 online audiobooks on loan at one time with each loan option: listening app, listening on Celianet, and downloading. Loans can be renewed if necessary.

Books borrowed for online listening are automatically removed from loans when the loan period ends. Loans do not need to be returned separately. Downloaded book files must be deleted after use.

Customers borrowing CD audiobooks can have a maximum of 14 audiobooks on loan at one time. Borrowed books are not returned to Celia, but must rather be deleted after use.

Persons with print disabilities living outside Finland can use online listening if they need to use books produced in Finnish or Finland Swedish, and if their own libraries cannot send them over. Such a person does not have to be a Finnish citizen.

## **Electronic books**

Customers who listen to books online can borrow electronic books. Electronic books in the Accessibility Library Celia contain text and possible images, but no sound.

Customers can have a total of 100 electronic books on loan at one time. Electronic books are automatically removed from loans when the loan period ends. Loans do not need to be returned separately. Downloaded book files must be deleted after use.

Electronic books are read using a synthetic voice or by enlarging the text of the book.

## **Materials loaned to visually impaired persons**

In addition to audiobooks, the following materials suitable for visually impaired persons can be borrowed from Celia: braille materials, educational materials for schoolchildren and students, and embossed materials.

Customers can loan out at one time a total of 14 books from the materials intended for the visually impaired: braille materials, educational materials, and embossed materials. The materials are not returned to Celia, but the books must rather be deleted after use.

Materials for the visually impaired can only be borrowed by visually impaired persons, and braille and embossed educational materials can only be borrowed by visually impaired pupils and students.

## **Tactile books and picture books**

Tactile books and picture books are suitable for persons aged two and over.

Customers can have two tactile books and two picture books on loan at one time. Tactile books and picture books are materials that must be returned to Celia.



The books must be returned to Celia by their due date.

## **Changes in customer information**

Borrowing Celia's materials requires that the customer contact information is up to date. Customers are obligated to notify of any changes in their customer and contact information.

A person can end their customer relationship by notifying the entity that manages their customer relationship or Celia.

The customer relationship is considered to have ended and the customer data are deleted also in case the customer has not used the service for two years.

## **Consequences of misuse**

### **Loan ban**

A failure to return or deliberately degrading returnable material will result in a loan ban. The loan right is restored when the material has been returned or compensated for. Compensation may be collected for damaged or lost material in accordance with the Tort Liability Act.

The loan ban recorded in the system is removed when the material has been returned or the compensation has been completed.

### **Use and loan ban**

Disclosing materials or usernames for personal use by other persons or sharing them online is strictly prohibited and will result in a loan ban and service use ban.

Repeated failures to return or deliberately degrading returnable material will also result in a loan ban and service use ban.

Celia will consult the customer concerned before issuing a use and loan ban. Customers who are banned from using the services and from loans will be notified of the decision in writing. The customer can apply for rectification of the decision and appeal it.



The use and loan ban recorded in the system will be removed when a deadline has passed.

A use and loan ban can remain in force for a maximum of 30 days.

If Celia becomes aware of an obvious copyright violation or infringement, it will be reported to the police.

The terms of use have been updated on 5.1.2023 and are in effect until further notice.

Celia has the right to unilaterally make minor changes to the terms of use for a justified reason. Celia will announce the changes on its website, and the changes may take effect in one week of the announcement at the earliest. Users are responsible for monitoring changes to the terms of use and to notify Celia's customer service of their objection to the changes without delay. Objecting to the changed terms of use may result in the termination of the user relationship.

